

**CITY OF BEAVERTON**

Community Development Department
 Development Services Division
 4755 SW Griffith Drive
 PO Box 4755
 Beaverton, OR. 97076
 Tel: (503) 526-2420
 Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

FILE #: _____
MAP & TAX LOT: _____ **ZONE:** _____
DATE SUBMITTED: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
APPROVED _____ **DENIED** _____ **BY:** _____ **DATE:** _____
CONDITIONS OF APPROVAL: See Attached

DEVELOPMENT APPLICATION- SIGN**PROPERTY OWNER(S) OR MANAGER(S):***Check box if Primary Contact*

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____
 (Signature Required)

BUSINESS OWNER OR TENANT:*Check box if Primary Contact*

COMPANY: _____ **METRO OR BUSINESS LICENSE #** _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

SIGN COMPANY:*Check box if Primary Contact*

COMPANY: _____ **METRO OR BUSINESS LICENSE #** _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

Note: Sign Company must have the business owner or tenant's consent to file the Sign Application. If signature is not provided, the Sign Company, in signing this form, attests to this consent.

SIGN LOCATION (ADDRESS): _____

WALL SIGN INFORMATION

Provide information for each proposed wall sign. If more than four (4) wall signs are proposed, please attach a supplemental Sign Information sheet. The information requested below applies to both single-tenant and multi-tenant buildings.

Number of building elevations (walls) with signage (include proposed signs): ☐ 1 ☐ 2 ☐ 3 ☐ 4

Number of proposed wall signs: _____ Master Sign Program approval required? ☐ Yes ☐ No

Check box and complete row for each elevation with proposed signage	Wall Height (Max 25 ft)	Wall Length (Building or Tenant Space)	Wall Area (Height x Length)	Percent of sign to wall coverage (Sign Area / Wall Area)
<input type="checkbox"/> North Wall Elevation	_____ ft.	_____ ft.	_____ sq. ft.	_____ %
<input type="checkbox"/> South Wall Elevation	_____ ft.	_____ ft.	_____ sq. ft.	_____ %
<input type="checkbox"/> East Wall Elevation	_____ ft.	_____ ft.	_____ sq. ft.	_____ %
<input type="checkbox"/> West Wall Elevation	_____ ft.	_____ ft.	_____ sq. ft.	_____ %

OFFICE USE ONLY	OFFICE USE ONLY
FILE #: _____	FILE #: _____
PROPOSED WALL SIGN #1 Sign Wordage: _____ Sign Size: Height: _____ Length: _____ Sign Area Square Footage: _____ Wall Elevation: <input type="checkbox"/> north <input type="checkbox"/> south <input type="checkbox"/> east <input type="checkbox"/> west SIGN DETAILS (CHECK ALL THAT APPLY) <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Interior Illumination <input type="checkbox"/> Exterior Illumination <input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Neon </div>	PROPOSED WALL SIGN #2 Sign Wordage: _____ Sign Size: Height: _____ Length: _____ Sign Area Square Footage: _____ Wall Elevation: <input type="checkbox"/> north <input type="checkbox"/> south <input type="checkbox"/> east <input type="checkbox"/> west SIGN DETAILS (CHECK ALL THAT APPLY) <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Interior Illumination <input type="checkbox"/> Exterior Illumination <input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Neon </div>
OFFICE USE ONLY	OFFICE USE ONLY
FILE #: _____	FILE #: _____
PROPOSED WALL SIGN #3 Sign Wordage: _____ Sign Size: Height: _____ Length: _____ Sign Area Square Footage: _____ Wall Elevation: <input type="checkbox"/> north <input type="checkbox"/> south <input type="checkbox"/> east <input type="checkbox"/> west SIGN DETAILS (CHECK ALL THAT APPLY) <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Interior Illumination <input type="checkbox"/> Exterior Illumination <input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Neon </div>	PROPOSED WALL SIGN #4 Sign Wordage: _____ Sign Size: Height: _____ Length: _____ Sign Area Square Footage: _____ Wall Elevation: <input type="checkbox"/> north <input type="checkbox"/> south <input type="checkbox"/> east <input type="checkbox"/> west SIGN DETAILS (CHECK ALL THAT APPLY) <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Interior Illumination <input type="checkbox"/> Exterior Illumination <input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Neon </div>

FREESTANDING SIGN INFORMATION

Provide information for each proposed freestanding or projecting sign. If more than two (2) freestanding signs are proposed, please attach a supplemental Sign Information sheet.

Inventory of Existing Freestanding Signs on Tax Lot (measured along frontage)

Signs within 300 lineal feet of proposed sign: _____

Signs beyond 300 lineal feet of proposed sign: _____

Total site frontage: _____ lineal feet

OFFICE USE ONLY	OFFICE USE ONLY
FILE #: _____	FILE #: _____
PROPOSED FREESTANDING SIGN #1 Sign Wordage: _____ Sign Size: Height: _____ Length: _____ Sign Area Square Footage: _____ Total Height _____ Pole Width _____ Projecting Sign Length (if applicable): _____ SIGN DETAILS (CHECK ALL THAT APPLY) <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Interior Illumination <input type="checkbox"/> Exterior Illumination <input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Neon </div>	PROPOSED FREESTANDING SIGN #2 Sign Wordage: _____ Sign Size: Height: _____ Length: _____ Sign Area Square Footage: _____ Total Height _____ Pole Width _____ Projecting Sign Length (if applicable): _____ SIGN DETAILS (CHECK ALL THAT APPLY) <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Interior Illumination <input type="checkbox"/> Exterior Illumination <input type="checkbox"/> New Sign <input type="checkbox"/> Face Change <input type="checkbox"/> Neon </div>

SUBMITTAL REQUIREMENTS

All plans must be to scale. Attach two (2) copies of each. Maximum submittal size is 11X17.

FREE-STANDING AND PROJECTING SIGNS:

- ☐ **Close-Up Sign Rendering:** *(fully dimensioned)*
 - Fully dimension length and height of the sign
 - Fully dimension letter size.
 - Depict exact lettering style and other graphics
 - Label & identify colors and materials
 - Indicate if sign is to be illuminated and method of illumination
- ☐ **Plot Plan:** *(fully dimensioned)*
 - Depict the lot and show the sign location in relation to: adjacent buildings, parking spaces, driveways, landscaped areas, property lines
 - Show all existing free-standing and projecting signs on the lot **and** within 300 feet of the proposed sign.
 - Detail all Site Clearance Areas (see below)

WALL SIGNS:

- ☐ **Close-Up Sign Rendering:** *(fully dimensioned)*
 - Fully dimension length and height of the sign
 - Fully dimension letter size.
 - Depict exact lettering style and other graphics
 - Label & identify colors and materials
 - Indicate if sign is to be illuminated and method of illumination
- ☐ **Plot Plan:** *(fully dimensioned)*
 - Depict the lot and indicate the building elevations with existing and proposed signage
Note: Multi-tenant buildings should inventory existing signage for the entire building, not just the tenant space
- ☐ **Wall Elevation:** *(fully dimensioned)*
 - Fully dimension wall length and height
 - Show location of the proposed sign
 - Show locations of other signs on all building elevations (photograph for each elevation)

APPLICATION INSTRUCTIONS

NAME ADDRESS & INFORMATION: Please use current mailing address in all cases. A Business License Number must be shown for the business owner and sign company. Business Licenses are purchased from the City's Finance Department.

MASTER SIGN PROGRAM: Multi-tenant centers may have a master sign program proposed by the property owner and approved by the City. Master Sign Programs allow for greater flexibility in the allocation of signage. Planning Division staff can provide more information on establishing a Master Sign Program.

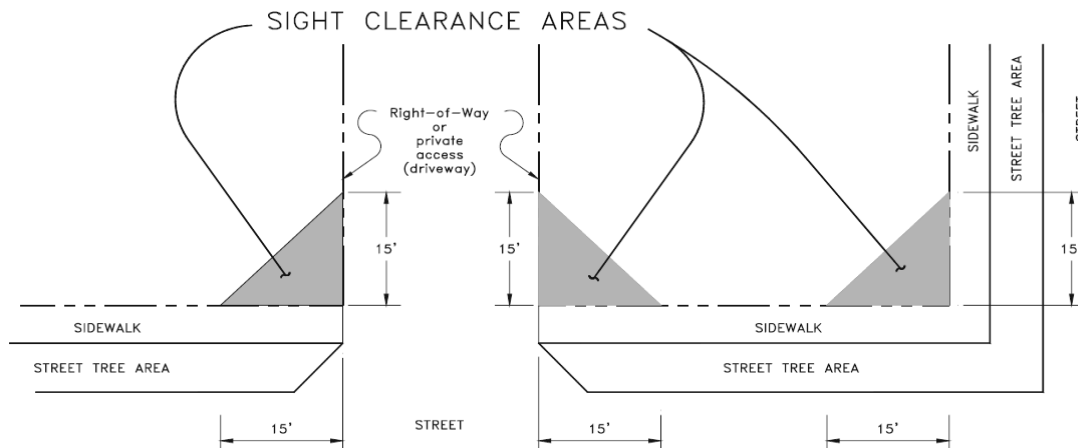
PROPOSED WALL SIGNS: Wall signs can be allowed on any building wall. No more than 20% of any single wall, or of the total of all building walls, can be used for signage. Each sign's allowable size is determined by its percent of coverage of the wall it is on and by your inventory of the existing signage elsewhere on the building and their percent of coverage. Total wall area is determined by multiplying the width of the wall by its height (up to 25'). Wall signs placed above 25' are limited to 25% of the total allowed wall sign area.

PROPOSED FREE-STANDING AND PROJECTING SIGNS: Please review the City's sign regulations within the Development Code to determine height and size limits for the sign location. Measure the overall sign height from the ground level to the top edge of the sign. When measuring the sign face include any frame width or margin into the size.

Projecting Signs are allowed in the TC zone, but only in certain cases. Please review the City's sign regulations within the Development Code to determine if this applies to the proposed location of the sign and to determine the amount of projection allowed.

WALL HEIGHT: The maximum height which may be used for calculating wall area is 25'. For buildings less than 25' in height, use the actual height of the building in the wall area calculation. For buildings over 25' in height, use 25' in the wall area calculation.

SITE CLEARANCE AREAS: Sight Clearance Areas must be determined for each free-standing sign permit. These areas will show where a sign face could be located if it were at an elevation of between 3 and 10 feet in height. The minimum sight clearance area shall be a triangular area measuring a minimum of 15 feet along the right-of-way or private access, as shown in the following diagram.



HOW TO CALCULATE WALL SIGNAGE

Step 1

Divide the exterior building walls into four elevations (North, South, East and West).

NOTE: This is done for the overall building, regardless of whether it is single-tenant or multi-tenant.

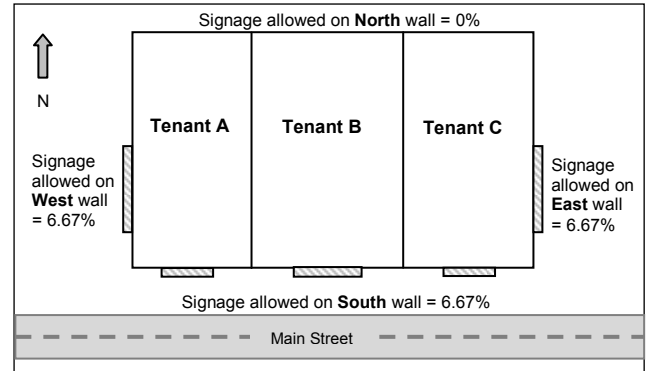
Next, determine how many elevations (walls) of the building are going to have signage.

How many walls will have signs?	Total signage allowed (% of wall area)
1	20%
2	10%
3	6.67%
4	5%

Step 2

Divide the signage allotment of 20% evenly among the building elevations which currently have or will in the future have exterior wall signs

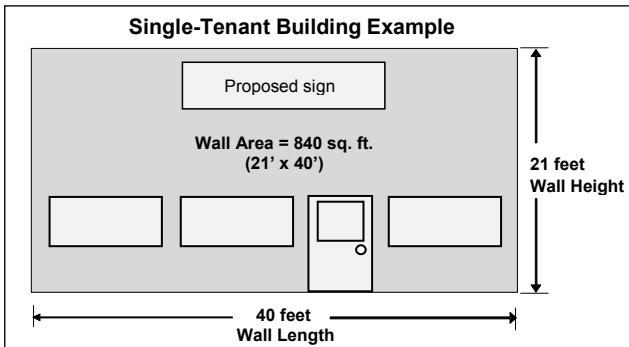
Site Plan View



Step 3

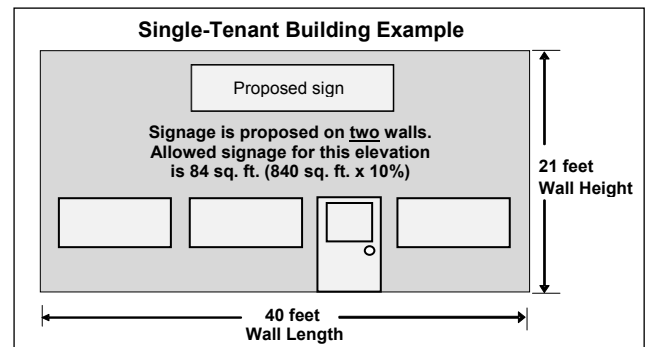
FOR SINGLE-TENANT BUILDINGS

Determine the area of the building elevation for which the sign is proposed by multiplying the wall length of the building times the wall height of the building. See illustration below.



Step 4

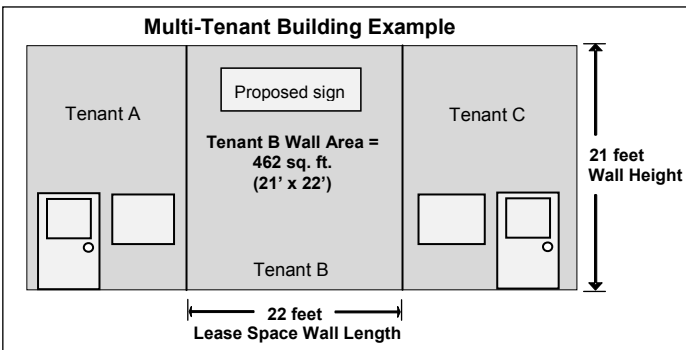
To determine how much wall signage may be allowed on a specific building elevation, multiply the wall area determined through **Step 3** by the percentage determined in **Step 2**.



Step 3

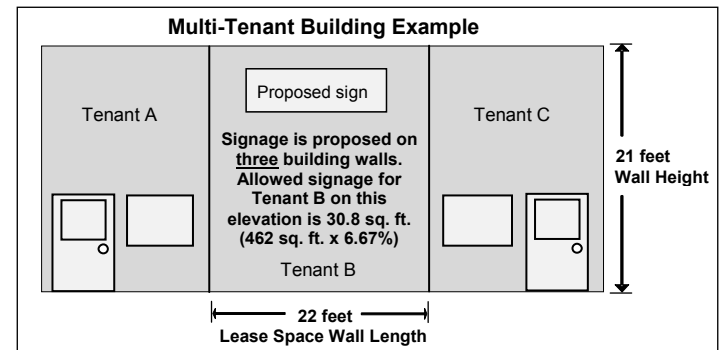
FOR MULTI-TENANT BUILDINGS

Determine the area of the building elevation for which the sign is proposed by multiplying the wall length of the lease space frontage times the wall height of the lease space frontage (to a maximum of 25 feet). See illustration for Tenant B below.



Step 4

To determine how much wall signage may be allowed on a specific building elevation, multiply the wall area determined through **Step 3** by the percentage determined in **Step 2**.



The instructions above are not intended to replace the regulations found in the City Development Code (Ord. 2050). A copy of the sign regulations is available on the City web site (www.beavertonoregon.gov) or may be purchased at the Development Services Division for \$1.00. Any special conditions of approval will be shown on the approval letter supplied to the three addresses shown on the permit form. The Development Services Division will be happy to answer any questions you may have about this application.